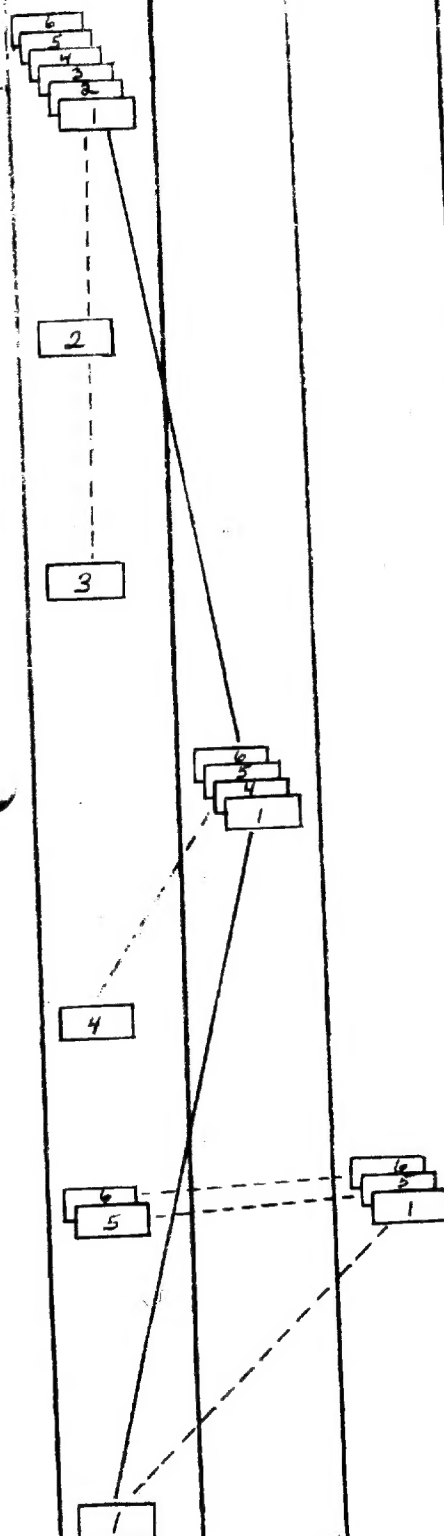


~~CONFIDENTIAL~~

DD/S REGISTRY	1st REFERRAL	FURTHER REFERRAL
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- A. Prepare Form 35-1, a six-part snap out form.
- B. LOCATOR FOR CORRESPONDENCE IN PROCESS---File copy #2 alphabetically by source. This file serves as a finding media for all incoming communications in process and is destroyed when action is completed.
- C. IN AND OUT LOG---File copy #3 by date in the "incomplete" file. When action has been completed, withdraw this copy and refile in the "completed" file.
- D. Attach copies 1, 4, 5, and 6 to the communication and forward to Staff Member.
- E. When it is necessary to refer the communication to a second Staff Member, note the referral on Form 35-1. Detach copy #4 and forward to the DD/S Registry where it is destroyed after the information relative to the referral is transcribed to copy #2.
- F. In case of a second and third referrals detach copies 5 and 6 and forward in same manner as copy #4.
- G. SOURCE INDEX TO FILED CORRESPONDENCE---Receive copy #1 with correspondence when all necessary action has been taken. Classify the record copy of the correspondence by subject and file. Dispatch the reply. Place the file subject classification in the "Cross Reference" block on copy #1 and file it alphabetically by source to serve as a finding media for all correspondence filed in the subject file.

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MISSING PAGE

Attach
ORIGINAL DOCUMENT MISSING PAGE(S):

1 Annex 1